

## How to set up Email Statements.

This is for statements only. Other communication from CMM will be sent through the USPS.

Go to [paymydoctor.com](https://paymydoctor.com) and create an online account.

1. You will be asked for Colorado Mountain Medical's Client ID. [10311831.co1](#)
2. Your bill pay ID: located in the red box on your statement
3. Your account number: located just to the right of the bill pay ID
4. Your zip code that is reflected on your statement.

The image shows a medical bill from Veradigm with several key pieces of information highlighted for account setup:

- Client ID:** 10311831.co1 (highlighted in a red box)
- Bill Pay ID:** 00001.co3 (highlighted in a red box)
- Account Number:** 55555555 (highlighted in a red box)
- Amount Due:** \$145.00 (highlighted in a red box)
- Amount Paid:** \$0.00 (highlighted in a red box)
- Due Date:** 03/31/2023 (highlighted in a red box)
- Zip Code:** 27513 (highlighted in a red box)

Callouts with arrows point to these fields with the following text:

- "This is the Client ID location"
- "If the Client ID contains a period, it is always followed by lower case letters 'c' and 'o' and the letters are always followed by a number (For example: 00001.co3, 123456.co10)"
- "This is the Bill Pay ID location"
- "This is the Account Number location"
- "This is the Five Digit Zip Code location"

Once you have your account set up you can choose to enroll in Payment less Billing by choosing "Sign up now". You can access copies of your statements, pay your bills, and set up Payment plans.

You can also Link your family members. You will need a current statement for each family member as each patient has a unique set of numbers.

The screenshot shows the PayMyDoctor website interface. The top navigation bar includes "My Account", "My Wallet", and "My Settings". The main content area is titled "My Account" and includes a note about payments not reflecting on the online bill pay portal until the next statement is sent with a balance due. Below this, there is a section for "Account Snapshot" showing the current unpaid balance as \$0.00 and a button to "PAY MY BILL". To the right, there is a "Your Linked Accounts" section with a "+ Link an account" button. Below that is a "My Profile" section with fields for "Name and Mailing" and "Email Address EDI". At the bottom, there is a yellow banner with a lock icon and the text "You are NOT enrolled in Paperless Billing. Click here to enroll in paperless billing. It's free, fast, and easy and secure! With paperless billing, you can conveniently access and pay your bill online 24/7." and a "SIGN UP NOW" button.